

WELCOME -

The NIST MEP Webinar will Begin  
at 1:00 PM EST

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Informational Webinar – June 24, 2010

Federal Funding Opportunity: 2010-MEP-SDCC-01

National Institute of Standards and Technology (NIST)  
Manufacturing Extension Partnership (MEP)

Mike Simpson, NIST MEP



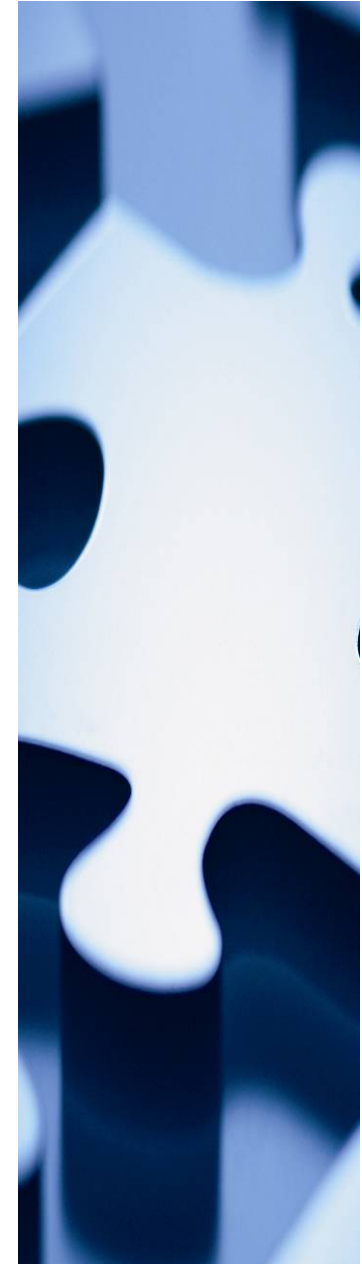
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## Information Webinar and Communication Protocols

- Webinar serves as a communication vehicle to provide an overview of the funding opportunity.
- No questions will be taken as part of this webinar.
- All questions should be presented in writing and submitted to Diane Henderson at NIST MEP, [Diane.Henderson@nist.gov](mailto:Diane.Henderson@nist.gov)
  - Provides for transparency and ensures all answers are documented.
  - Assures questions and answers are handled consistently.
- Questions and Answers will be posted regularly on the NIST MEP Public Site, [www.nist.gov/mep](http://www.nist.gov/mep)

# Information Webinar Agenda

- Funding Opportunity Overview
- Eligibility and Cost Share
- Application/Proposal Submission
- Application Package Details
- Review Criteria
- Selection Factors
- Review and Selection Process
- Award Administration Information
- Reporting Requirements
- NIST MEP Points of Contact

## Funding Opportunity Overview (1)

- **Funding Opportunity Title:** Manufacturing Extension Partnership (MEP) Availability of Funds for Projects to develop client engagement or business models and deployment strategies that integrate two or more of the MEP Strategic Growth Areas.
- **Funding Opportunity Description:** NIST MEP Invites proposals from eligible organizations for projects to develop client engagement or business models and deployment strategies that integrate two or more of the MEP Strategic Growth Areas.

## Funding Opportunity Overview (2)

- Proposals should:
  - Demonstrate how the approach can expand service capability and capacity of the MEP system.
  - Demonstrate the benefit of this integration in its proposed client engagement or business model.
  - Include a project plan and deployment strategy for the project as well as an approach for leveraging existing tools, resources and partnerships.
- The five MEP Strategic Growth Areas are: supply chain, sustainability, technology acceleration, workforce and continuous improvement.
- Please refer to the NIST MEP website at [www.nist.gov/mep](http://www.nist.gov/mep) for the MEP Next Generation Strategy and the list of existing MEP Centers.

## Funding Opportunity Overview (3)

- Funding Opportunity Number: 2010-MEP-SDCC-01
- Authority: 15 USC 272 (b)(1) and (c)(3), and 278(k)(f) as implemented in 15 CFR 292.2
- Funding Instrument: Cooperative Agreement
  - A support mechanism used when there will be substantial Federal scientific or programmatic involvement. Substantial involvement means that, after award, scientific or program staff will assist, guide, coordinate, or participate in project activities.
- Cost Share: 1:1 Minimum – New Agreement
- Funding Available: Up to \$12M across multiple awards
- Eligible Applicants: Open to all non-profits including existing MEP Centers

## Funding Opportunity Overview (4)

- Period of Performance: Annual
  - Annual award that maybe renewable for a period not to exceed three (3) years total
  - Based on availability of future year funding and performance
  
- Expected Start Date of Project is within 30 days of award notice



## Funding Opportunity Overview (5)

- The projects planned for award under this funding opportunity will demonstrate the ability to strengthen, through an integrated transformational growth services model, the global competitiveness of small- and medium-sized U.S. based manufacturing firms.
- Consistent with Office of Management and Budget Guidance Implementing the Federal Grant and Cooperative Agreement Act, 43 Fed. Reg. 36860-65 (Aug. 18, 1978), NIST will have substantial involvement to include but not limited to:
  1. Authority to halt immediately an activity if detailed performance specifications are not met.
  2. Requiring that the Recipient meet or adhere to specific procedural requirements before subsequent stages of a NIST-funded project may continue.
  3. Approving substantive provisions of proposed subawards, participating in the selection of subawards, approving "Requests for Proposals" or "Invitations for Bids" to be issued by the Recipient or subrecipients, and approving a subrecipient before a subaward may be awarded.

## Funding Opportunity Overview (6)

4. Participating in selection of key personnel. The Recipient has final authority over its own personnel.
5. Collaborating with the Recipient by working jointly with Recipient representatives in carrying out the scope of work, training recipient personnel, or detailing Federal personnel to work on the project effort.
6. Specifying direction or redirection of the scope of work due to inter-relationships with other projects such as requiring the Recipient to achieve a specific level of cooperation with other projects that may or may not be funded by NIST.

## Eligibility and Cost Share

### ■ Eligible Applicants:

- All nonprofit organizations including universities, community colleges, state governments, state technology programs and independent nonprofit organizations including existing MEP manufacturing extension centers are eligible.
- Organizations may submit multiple proposals under this solicitation for unique projects.
- A partnership with an existing MEP manufacturing extension center or centers is strongly encouraged.

### ■ Cost sharing Requirements:

- A non-federal cost share contribution from the applicant is required.
- At a minimum, the applicant must provide 50% of the cost share toward the allowable expenses for the performance period.
- The applicant's share of the eligible expenses may include cash and third party in-kind contributions. At least 50% of the applicant's total cost share (cash plus in-kind) must be in cash.
- Cost share requirements must be met on an annual basis.

# Application/Proposal Submission

## ■ Dates:

- All applications must be received or postmarked on July 15, 2010 NLT 5:00 pm EST.
- Late proposals will not be reviewed.

## ■ Proposal Submission:

- **Electronic submission:** Applicants should follow application instructions provided at: [www.grants.gov](http://www.grants.gov)
- **Paper submission:** NIST requires an original and two (2) copies be sent to:

National Institute of Standards and Technology  
Manufacturing Extension Partnership  
c/o Diane Henderson  
100 Bureau Drive, MS 4800  
Gaithersburg, MD 20899-4800

## Application Package Details (1):

- Complete applications/proposals must, at a minimum, include the following forms and documents and meet the following requirements identified in 15 CFR 292.1(e) and (f), which are:

### Required Forms\*:

- SF-424,            Application for Federal Assistance
- SF-424A        Budget Information Non-Constructions
- SF-424B        Assurances Non-construction
- CD-511         Certification Regarding Lobbying
- SF-LLL         Disclosure of Lobbying Activities (if applicable)

\*Forms are available as part of the Grants.gov application kit

## Application Package Details (2):

### Proposal Requirements:

In addition to the required forms the proposal must include:

- An **executive summary** summarizing the planned project consistent with the Evaluation Criteria stated in this funding opportunity and the Federal Register notice for this solicitation.
- A **description of the planned project** sufficient to permit evaluation of the proposal in accordance with the proposal Evaluation Criteria stated in this funding opportunity and the Federal Register notice for this solicitation.
- A **budget for the project** which identifies all sources of funds and which breaks out planned expenditures by both activity and object class (e.g., personnel, travel, etc.).
- A **description of the qualifications of key personnel** who will be assigned to work on the proposed project.
- A **statement of work** that discusses the specific tasks to be carried out, including a schedule of measurable events and milestones.

## Application Package Details (3):

### ■ Proposal Format:

- The proposal must not exceed 25 typewritten pages in length for the basic proposal document
- The proposal must be responsive to the criteria's outlined in the FFO.
- Additional appendices of relevant supplementary information may be provided but are not considered part of the official response of the FFO.
- The proposal must contain both technical and cost information.
- The proposal page count shall include every page including pages that contain words, table of contents, executive summary, management information and qualifications, resumes, figures, tables, and pictures.

### ■ Existing or Previous MEP Centers and/or Partners:

- Applications from existing or previous MEP manufacturing extension Centers or partners must contain specific information that addresses whether the applicant's past performance with the program is indicative of expected performance and capability under a possible new award and describing how and why performance is expected to be the same or different.

## Review Criteria:

- All qualified proposals will be evaluated based on the applicant's ability to align and integrate the following program criteria to NIST MEP's Next Generation Strategy:
  1. Demonstration that the proposed project will meet the training needs of technical assistance providers and manufacturers in the target population
  2. Development/deployment methodology and use of appropriate technology and information sources
  3. Delivery and Implementation mechanisms
  4. Coordination with other relevant organizations
  5. Program Evaluation
  6. Management and organizational experience and plans
  7. Financial planning

Applicants may not submit replacement and/or revised pages and/or documents for a Proposal once submitted unless specifically requested by NIST.



## Selection Factors

- The Selecting Official, the Director of the NIST MEP Program shall select awardees based on:
  - the scores provided by the evaluation panel,
  - geographic distribution,
  - and the availability of funds.

\*All three factors will be considered in making an award.

## Review and Selection Process – 3 Phases

### 1. Proposal Qualifications

- All proposals will be reviewed by NIST to ensure compliance with the application requirements.
- Proposals that satisfy these requirements will be designated as complete proposals; all others will be disqualified.

### 2. Proposal Review & Selection of Finalists

- NIST will appoint an evaluation panel to review and evaluate all proposals in accordance with the evaluation criteria.
- From the qualified proposals, a group of finalists will be numerically ranked and recommended for award based on this review.
- A site visit may be required to make full evaluation of a proposal.

## Review and Selection Process – 3 Phases

### 3. Award Determination

- The Selecting Official, the Director of the NIST MEP Program, shall select awardees based on the scores provided by the evaluation panel, geographic distribution and availability of funds.
- All 3 selection factors will be considered in making an award.

## Award Administration Information

- **Anticipated announcement and Award date** - September 2010
- **Award Notices** - Each successful finalist will receive a cooperative agreement award document from the NIST Grants Officer.
- **Administrative and National Policy Requirements** - The Department of Commerce (DOC) Pre-award Notification Requirements for Grants and Cooperative Agreements, FRN of Feb 11, 2008, are applicable to this notice.
- **Funding Availability and Limitation of Liability** - The funding periods and funding amounts reference in this notice and request for proposals are subject to the availability of funds and DOC and NIST priorities at the time of award.

## Reporting Requirements

- Reporting Requirements are described in the DOC Financial Assistance Standard Terms and conditions dated March 2008  
<http://oamweb.osc.doc.gov/docs/GRANTS/DOC%20STCsMAR08Rev.pdf>.
- **SF-425 Federal Financial Report** - Shall be used in place of the SF-269 and SF-272 under the Uniform Administrative Requirements.
- **Financial and Technical Reporting Schedule** - Detailed Financial and Technical Reports shall be submitted in the format and on a scheduled basis in the NIST MEP Management Information Reporting Procedure ([www.nist.gov/mep](http://www.nist.gov/mep)).
- **Technical Activity and performance Reporting** - Technical reports shall contain information as prescribed in 15 CFR Part 14.51.
- **Post client Project Follow-up** - Recipient shall provide client and project data in the specified format by NIST/MEP.
- **Automated Standardized Application for Payment System (ASAP)** - In order to receive payments for services, recipients will be required to register to the Dept of Treasury. More information regarding ASAP can be found on-line at [www.fms.treas.gov/asap/index.html](http://www.fms.treas.gov/asap/index.html).

## NIST MEP Points of Contact

Alex Folk - Manager, Center Operations  
301-975-8089, [alex.folk@nist.gov](mailto:alex.folk@nist.gov)

Diane Henderson - Business Liaison Specialist  
301-975-5105, [diane.henderson@nist.gov](mailto:diane.henderson@nist.gov)

All questions should be submitted in writing to Diane Henderson – [diane.henderson@nist.gov](mailto:diane.henderson@nist.gov)

All questions and answers will be posted to the NIST MEP public website on an ongoing basis: [www.nist.gov/mep](http://www.nist.gov/mep)

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# Thank You!

